



Helping to make your workplace a safe place
www.MySafetyPoint.com

ISSUE HIGHLIGHTS:

EMPLOYEE TURNOVER

The cost involved with the training of new employees is a significant investment for any business. When employee turnover exceeds the industry average, your production costs exceed those of your competition and place pressures on management to increase production from each worker. This added pressure increases the potential workplace accidents. (See full article at right)

EMPLOYEE SAFETY ORIENTATION TRAINING

As hard as you might try to keep employee turnover to a minimum, the inevitable is bound to happen eventually. When it does, we want you to be prepared and start all new employees off on the right foot. You can do so by placing an emphasis on the importance of safety in the workplace.

To achieve a work environment that develops a good safety attitude in employees and provides required introductory safety training, a formal method of employee safety orientation training is required.

(See page 2 for full article)

As workplace accidents and incidents increase, additional costs are incurred as workers watch the aftermath of the accident, complete additional paperwork for insurance reports, and additional training for corrective actions for the accident. It becomes an endless circle that increases your unit cost of production and makes you less competitive or less profitable than your competitors.

Reducing employee turnover should be one of management's top priorities. Some ways to reduce employee turnover include:

- Hiring new employees at or above the prevailing wage for the job.
- Providing proper training for each employee to reduce the potential of workplace accidents or incidents.
- Motivate your workers by creating a work environment that meets their needs as well as supports your business objectives.
- Provide employee benefits at or above the industry standard for your type of operation.
- Train your supervisors to direct and discipline your employees in a fair and sensitive manner.
- Include employees in on decisions related to workplace safety to gain their support for the implementation of needed or required safety policies and procedures.
- Consider bonuses for safe work performance over time.
- Provide a career path within your organization that is as good or better than your competitors.

By managing your employee turnover as you would manage any other aspect of your business operations, you increase productivity, reduce the potential for accidents or incidents, and build employee loyalty. You also gain the benefit of improved customer service by the actions of a loyal workforce. These loyal workers become the base for future supervisors and managers who know your operations and know how to continue to build on improved employee work relations.

All of these factors combine into a competitive advantage for your business. Controlling employee turnover is one method of contributing to your business' bottom line profits and building on an investment in your employees as another company asset.

Information attained from MySafetyPoint.com Technical Bulletin



AUTOMOTIVE SAFETY ASSOCIATION (ASA)

Patrick Prendiville; Administrator
24661 Del Prado, Suite 3, Dana Point, CA 92629
877-487-9696 office • 877-532-7238 fax
www.AutomotiveSafetyAssociation.com

Please direct all questions
regarding the association to the
administrative assistant, Judy Noecker
Judy@PrendivilleAgency.com

Employee Safety Orientation training is to include a description of the company safety program, safety policies, and safety rules; how and when to report injuries and unsafe conditions or practices; how to report emergencies; a description of the company's hazard communication program; and a description of the safety committee plan and their responsibilities.

Businesses that utilize temporary or part-time employees must ensure that these employees are not overlooked and are provided with safety orientation training.

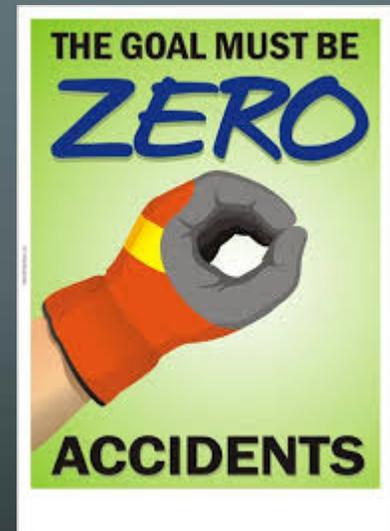
At the work level, employees need to be provided with training on:

- The safe operation of tools, machinery, and equipment that they will be operating.
- Safe procedures for completing jobs or duties that involve hazardous chemicals or materials.
- How to work safely around other employees who are involved with hazardous operations.
- Proper use of personal protective equipment and when the equipment is required.
- Proper lifting techniques and procedures.
- The types of equipment that require supervisory authorization prior to operation (i.e. fork lifts).
- Evacuation from the workplace in the event of an emergency.
- How to use fire extinguishers or firefighting equipment within their work area.

Any job duties or functions in which the employee could be injured or could cause injury to other employees need to be included in the safety orientation training.

By establishing an employee safety orientation program, management is demonstrating a commitment to the worker's safety and well-being. It forms the basis of the safety culture desired by management from the first day of work for new employees.

The overall benefit to the company is a safer workplace with fewer accidents or incidents. This results in better productivity and efficiency in the operations and generally promotes a work culture where the employees see management as concerned about their safety.



Information attained from MySafetyPoint.com Technical Bulletin

AUTOMOTIVE SAFETY ASSOCIATION (ASA)

Patrick Prendiville; Administrator
24661 Del Prado, Suite 3, Dana Point, CA 92629
877-487-9696 office • 877-532-7238 fax
www.AutomotiveSafetyAssociation.com

Your source for One-Click Access to Loss Control Documentation

